COMPUTER LAB MAINTENANCE SCHEDULE

AREA	WEEKLY	MONTHLY	QUARTERLY	ANNUALLY
Security	▪ Update virus definitions, and run a full antivirus system scan. ▪ Update spyware definitions, and run a full anti-spyware system scan	▪ Change system passwords. ▪ Visually inspect computers for signs of tampering.	▪ Check for unneeded or unused applications and consider uninstalling them.	▪ Renew antivirus software subscription.
Computer	▪ Run "Disk Cleanup" to delete Temporary Internet files, Temporary Files, and Recycle Bin.	▪ Check for the latest Service Packs/Updates for Windows, Office, and Internet Explorer. ▪ Clean the mouse so it is free of dust and grime. ▪ Make sure all the plugs are properly connected. ▪ Run "Defrag" to defragment files. ▪ Run "ScanDisk" to check hard drive for errors.	▪ Clean the screens with appropriate screen-cleaning cloth/solution. ▪ Check printers. Print a test page to ensure printers are producing clean copies, and toner cartridges are full. ▪ Clean the CD-ROM drive. ▪ Check supplies (e.g., paper, cartridges, disks, etc.) and order as needed.	▪ Check cables for crimps, breaks, wear and tear. ▪ Clean inside PC. ▪ Update drivers as needed for printers, modems, sound cards, video cards, and other devices.
Internet	▪ Clear browser history ▪ Delete cookies			